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ABSTRACT

This document is a guide for teachers, career counselors, community practitioners, and students to navigate the British Columbia (BC) Transfer TIPS (transfer information for post-secondary success), a handbook for students intending to transfer among institutions listed in the BC Transfer TIPS. Specifically, the BC Transfer TIPS is intended primarily for students who have already started their postsecondary education and are currently registered in a BC college; it is also intended for the use of educators in the BC public secondary and postsecondary system. This document introduces the three sections of the BC Transfer TIPS. The first section provides information on creating classroom activities that help students learn about the concept and procedures of transferring. This section is developed for teachers or group facilitators to use within a classroom setting. The second section describes a list of self-directed activities that students can participate in to learn more about the transfer process; this section is intended to help students and career planners to more effectively develop their postsecondary learning plans. The third section lists a few Web sites that assist K-12 and college students with postsecondary education planning in BC. (GC)

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British Columbia

Transfer TIPS

Facilitation Guide

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Transfer
Information for
Post-Secondary
Success

A handbook for teachers, career counsellors/advisors, community practitioners and self-directed learners

FC 20043

Developed by the Career Education Society
Funded and published by the British Columbia Council on Admissions & Transfer

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CES Career Education Society

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BRITISH COLUMBIA COUNCIL ON ADMISSIONS & TRANSFER
SUPPORTING BC's EDUCATION SYSTEM

This handbook has been developed for, and is intended for the use of, educators in the B.C. public secondary and post-secondary system. Others are welcome to use this material. Anyone wishing to reproduce, excerpt or adapt for other publication purposes must have the permission of the publisher.

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www.bccat.bc.ca/pubs/tipsfg.pdf

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Transfer TIPS Facilitation Guide

NOTES TO FACILITATORS:

B.C. Transfer TIPS is a handbook for all students intending to transfer between institutions listed in the *B.C. Transfer Guide*. It is intended primarily for students who have already started their post-secondary education and are currently registered in a B.C. college. Because students need clear information about transfer routes, options and processes before embarking on their post-secondary career, CES Career Education Society has developed this *Facilitation Guide* as a companion to *Transfer TIPS*.

The guide is divided into 3 main sections:

1. **QUICK TIPS FOR *TRANSFER TIPS*, FOR FACILITATOR USE**
is designed for high school teachers, career counselors, community practitioners and individual self-directed learners. It was developed for teachers or group facilitators to use within a classroom setting. This guide can be integrated with other resources that assist students with their education plan and can therefore be used as a stand-alone or self-directed resource. Time allotments are only estimates.

2. **STUDENT SELF-DIRECTED ACTIVITIES**
This section can be used by students independent of a teacher or can be used as activities facilitated by teachers and used as student assignments. The activities contained within this guide will help students and career planners more effectively utilize information contained within "Transfer TIPS" for their education and post-secondary learning plans.

3. **FINGERTIP GUIDE TO WEB SITE LINKS**
lists a few key Web sites that will assist with post-secondary education planning.

Developed by CES Career Education Society, November 2001. We would like to thank the following writers and editors from the CES Career Education Society of B.C.: Ruth Blasner, Barbara Hunter, Heather RatcliffeHood.

Quick Tips for Transfer TIPS
– For Facilitator Use

1. UNDERSTANDING TRANSFER TERMS

(pages 28-29 in *Transfer TIPS* or at www.bccat.bc.ca/tips/termsfs.html)

CLASS ACTIVITY:

- Have students review terms individually or with a partner.
- Randomly select terms from the glossary and have students create sentences using the terms correctly.
- Students work in pairs to create a paragraph using 10 of the words in context from the glossary. Share with group. (Assign different word sets to different groups.)
- What terms are associated with post-secondary admission or entrance?
- What terms are related to programs of study?

TIME: 30 minutes

2. THE WHAT AND WHERE OF TRANSFER

(page 2 in *Transfer TIPS* or at www.bccat.bc.ca/tips/index.html)

CLASS ACTIVITY:

- Walk students through the various features of the resource (print and the Web site versions). Review pages 4-6.
  www.bccat.bc.ca/tips/whatcan.html
  www.bccat.bc.ca/tips/wherecan.html

- As a class discuss the following:

  The term "transfer" refers to the granting of credit toward a credential by one institution, for programs or courses completed at another. The whole post-secondary system is set up to allow students to move between institutions and to carry their course credits with them. This is the "transfer" process. Discuss the following questions:

  - What courses/credits might students wish to transfer?
  - Under what conditions would a transfer be needed?

- What problems might occur when transferring between institutions?
- What questions would students want to ask before applying to their next institution?
- How might students document or keep track of their transfer process?

TIME: 30 minutes

3. TAKING A CLOSER LOOK

(pages 6-9 in *Transfer TIPS* or www.bccat.bc.ca/tips/planning.html and www.bccat.bc.ca/tips/steps.html)

- Read "Planning to Transfer," page 6, or www.bccat.bc.ca/tips/planning.html and list the resources or information that you will need. How can you get these resources or access the necessary information?
- Go to the BCCAT home page at www.bccat.bc.ca and explore features of the Online Transfer Guide. Choose a course you would like to take at your local college and see how it transfers.
  - What does "course to course" transfer mean? Write down an example.
  - What does block transfer mean? What is an associate degree?
  - Write a question for each topic that you will need to research for your personal education plan. See www.bccat.bc.ca/tips/plan.html and print a copy to complete.

TIME: 60 minutes

4. APPLYING VIA THE INTERNET

(pages 7-9 in *Transfer TIPS*)

- Read through "Steps to Transfer," pages 7-9, or www.bccat.bc.ca/tips/steps.html. Then go to www.pas.bc.ca to see how you can apply to post-secondary institutions via the Internet. List all the documents that you will need to complete your application.

TIME: 1 hour +

5. "TRANSFER SHOCK"

(pages 22-23 in *Transfer TIPS* or at www.bccat.bc.ca/tips/shock.html)

JOURNAL REFLECTION:

"Transfer shock" can lead to a drop in grades or even dropping out of school. However, transfer shock does not just happen when students transfer from college to university. It can also happen to high school students when they begin their post-secondary education at any institution. Describe what "transfer shock" means to you. What situations might make you feel overwhelmed? Review the points listed and develop your own personal set of transfer tips – strategies that you would use personally to enhance your feeling of comfort when you transfer from high school to college or university.

TIME: 15-20 minutes

6. THE IMPORTANCE OF A LETTER OF PERMISSION

(page 23 in *Transfer TIPS* or at www.bccat.bc.ca/tips/lop.html)

STUDENT ACTIVITY:

Scott was taking a number of evening courses at the local college before he was accepted as a student at a university.

- Outline the steps that Scott should consider if he is planning on taking further courses at the college while he is attending university.
- Next to each step, indicate the time line needed and make a note of any restrictive policies.
- Remember it is recommended that an LOP (Letter of Permission) request needs to be in 6-8 weeks before the registration deadline at the other school.

TIME: 15-20 minutes

7. A WORD ABOUT ACADEMIC ADVISING

(pages 24-25 in *Transfer TIPS* or at www.bccat.bc.ca/tips/advising.html)

STUDENT ACTIVITY:

Lynn is meeting with her academic advisor to plan her courses for her first year.

- What would you suggest she do to prepare for this session?
- Create a template for note taking for her to take in with her to this important meeting; make a list of questions.

TIME: 45 minutes

FACILITATOR NOTES:

Suggest to students that they will want to consider each question from the perspective of issues involved, action to be taken, who is responsible for taking the action and what are the timelines or deadlines that must be met.

8. WHAT ABOUT TRANSFERRING YOUR STUDENT LOAN?

(page 25 in *Transfer TIPS* or at www.bccat.bc.ca/tips/loan.html)

SMALL GROUP ACTIVITY: A Case Study

Isidro is transferring to a new institution and must also transfer his student loan. He does not know the steps involved in transferring student loans.

- Read the section, What about Transferring Your Student Loan?
- What advice would you give him?
- What conditions or restrictions might apply?
- What Web sites would you recommend?

JOURNAL REFLECTION:

Imagine yourself transferring your student loan to a new school.

- What would you do first?
- Describe the obstacles you need to overcome.
- How might you overcome these obstacles?

TIME: 60 minutes

9. REPEATING COURSES: GOOD IDEA OR NOT?

(pages 26-27 in *Transfer TIPS* or at www.bccat.bc.ca/tips/repeating.html)

SMALL GROUP ACTIVITY: A Case Study

Mark is starting second year of his university transfer program at college. He completed Economics 104 in first year but received a final grade of "D". He knows that this grade will not allow him to meet the prerequisite for the program of study he has chosen when he transfers to university.

- Should Mark repeat the course?
- If so, when should he do this?
- What are some precautions that he should take to ensure that he would have met the appropriate requirements of the university?
- Which academic advisor – college or university – should he meet with to get an answer to this question?
- Brainstorm a list of questions that he could ask.
- Share your results with the class and compare findings.

TIME: 30-40 minutes

10. PRIOR LEARNING ASSESSMENT AND RECOGNITION

(page 27 in *Transfer TIPS* or at www.bccat.bc.ca/tips/pla.html)

CLASS ACTIVITY:

- Brainstorm types of learning or skills that might be credited through Prior Learning Assessment and Recognition (PLAR) at the post-secondary level.
- Suggest documentation or other evidence that could be provided as proof of achieved learning.
- What are some advantages of having previous learning credited?

TIME: 20 minutes

JOURNAL REFLECTION:

To earn credit for prior learning, students need to produce credible documentation of their learning. Describe in detail how **you** might compile documentation of post-secondary learning that has occurred in a non-standard or non-traditional environment. Outline any activities that you feel you may get credit for through the Prior Learning Assessment route. Look at how your portfolio format could be used to document prior learning for credit.

TIME: 20 minutes

11. SUMMARY ACTIVITY

- With a partner discuss how the BCCAT Web site helped you. Did you gain a better understanding of all the areas to consider?
- Individually or in pairs:
  - Write a letter or e-mail the British Columbia Council on Admissions & Transfer outlining how their site helped you. (TipsTeam@bccat.bc.ca)
  - Outline areas that may be added or changed at their site to help you.

TIME: 30 minutes

Student Self-Directed Activities

Whether you are currently enrolled in a post-secondary institution or still in high school, understanding what transfers and how to transfer courses from one institution to another is critical to your educational planning. Understanding how to use *B.C. Transfer TIPS* and the *B.C. Transfer Guide* will help you plan more effectively.

Self-Directed Activity 1 – TRANSFER TIPS – TALKING THE TALK!

Access *B.C. Transfer TIPS* at www.bccat.bc.ca/tips/. To use this resource effectively, you will need to understand the terms used in the post-secondary institutions' admission and transfer process. Go to the *Transfer TIPS* Web site or use a print version of *B.C. Transfer TIPS* to access a glossary of terms.

- Make a copy of the **Glossary of Terms**, review these terms, and then place this Glossary into your personal education file (portfolio) for future reference.

Self-Directed Activity 2 – WHY WOULD I USE TRANSFER TIPS?

Transfer TIPS is an excellent resource to help you plan your post-secondary education. Go to www.bccat.bc.ca/tips/ and explore the resource using the following questions:

- What is the purpose of the Web site?
- Who is the intended audience?
- How is the site organized?
- What information is most relevant to you?
- What other interesting information is there?
- What are the most useful links provided?

JOURNAL REFLECTION:

Reflect on these questions and write a journal entry to indicate how you will use *Transfer TIPS* for your own educational pathway.

Self-Directed Activity 3 – THE WHAT, WHERE AND HOW OF TRANSFERRING COURSES

Go to www.bccat.bc.ca/tips/, examine the index and see how this resource is organized. The term "transfer" refers to the granting of credit toward a credential by one institution, for programs or courses completed at another. The whole post-secondary system is set up to allow students to move between institutions and to carry their course credits with them. Consider the following:

QUESTIONS:

- Under what conditions would I need to transfer a course?
- What might I wish to transfer?
- What problems might I anticipate when implementing a transfer request?
- What questions should I ask before requesting a transfer?
- How can I keep track of my transfer process?

JOURNAL REFLECTION:

Reflect on your answers. Write down the name of the program of study you are considering. How can *Transfer TIPS* help you plan your educational pathway?

Self-Directed Activity 4 – TAKE A CLOSER LOOK

Go to the Transfer TIPS Web site (www.bccat.bc.ca/tips/) or to a print version of British Columbia Transfer TIPS and follow the directions:

- Go to the "Planning to Transfer" section of the Web or print version.
- Read and make a list of the resources or information that you will need. How can you get these resources or access the necessary information?
- Read through "Steps to Transfer" and then consult www.pas.bc.ca to see how you can apply to post-secondary institutions via the Internet. List all the documents that you will need to complete your application.
- Access the *B.C. Transfer Guide* by going to www.bccat.bc.ca/t-gnew/ and explore the features of the guide.
- Read through "What Does it Mean When..." and write out a question for each topic that you will need to research for your personal education plan.

PORTFOLIO ACTIVITY:
File your questions and lists in your personal education file (portfolio) for further reference.

Self-Directed Activity 5 – TRY THIS! IT MAY BE YOU!

Practice using the Online Transfer Guide at www.bccat.bc.ca/tgnew/ . On the left side bar is the "Online Transfer Guide Menu". Find the areas to help you answer the following questions about each case study.

CASE STUDY 1 – High School to University College Program
In grade 12, Pat completed Advanced Placement courses, AP Chemistry and AP Biology and is applying to enter the Nursing Program at University College of the Fraser Valley.

- What post-secondary course credits will Pat receive?
- Is it the same course credit at another institution?

CASE STUDY 2 – College to University Program Transfer
Sean is planning to transfer his course credits from Douglas College to the Bachelor of Science Program with a Major in Kinesiology at the University of Victoria. He has completed 1st year courses with excellent grades in Biology 110, English 130, and Math 120.

- Determine which is the sending and which is the receiving institution.
- Create a chart that outlines the steps that Sean would need to undertake to complete a successful transfer.
- Will the courses transfer?

CASE STUDY 3 – College to University Program Transfer
Yazmeen has decided to start her post-secondary education at Capilano College and transfer after two years to a degree program in Geography at SFU.

- What courses should she take? Plan a course of studies for Yazmeen.

Self-Directed Activity 6 – DEVELOP A PERSONAL ACTION PLAN

Apply your knowledge of *Transfer TIPS* and the post-secondary transfer system and complete a personal education plan. Go to www.bccat.bc.ca/tips/plan.html and print a copy of the **Personal Plan** and go to www.bccat.bc.ca/tips/checklist.html and print a copy of the **TIPS Checklist**.

- Complete your **Personal** (Education) **Plan** using the *B.C. Transfer Guide* at www.bccat.bc.ca/tgnew/ .
- Review the **TIPS Checklist** to ensure that you have addressed all necessary steps.

To complete a more detailed personal career/educational action plan, check out the following web sites:

- www.sasknetwork.gov.sk.ca/pages/cp/cp_1_13.htm
- www.careerservices.uwaterloo.ca/docs/decision.html
- www.career-ed.iinet.net.au/choices/students/plan4.html

Portfolio Activity:
The planning tools you have used in this activity should be filed in your personal education file (portfolio) for further reference. Update and modify your plan as you complete various stages of your post-secondary education.

Fingertip Guide to Web Site Links

BC Council on Admissions and Transfer (BCCAT)

The goal of BCCAT is to ensure that students are treated equitably as they move between post-secondary institutions and apply credits towards degrees and other credentials. BCCAT publishes the ***B.C. Transfer Guide***, and ***B.C. Transfer TIPS***. The BCCAT Web site also includes links to all B.C. post-secondary institutions listed in the *Transfer Guide*, plus other educational resources.

▸▸ www.bccat.bc.ca

BC Opportunities

This is a guide to post-secondary education training and careers. There is a section on post-secondary programs found at this site.

▸▸ www.bcopportunities.com

Guide For High School Graduates

This online and print guide is for grade 12 students in B.C. It contains information about graduation requirements and provincial examinations. It also offers survival tips, a grad year checklist and information about post-secondary institutions, apprenticeship, other training options and student financial assistance.

▸▸ www.bced.gov.bc.ca/graduation/

"Opening Doors" Post-Secondary Program Database

Opening Doors is a searchable database containing complete information about undergraduate programs at all 28 public post-secondary institutions in B.C. It also includes other information, including information on campus services and student financial planning.

▸▸ www.openingdoorsbc.com/index.asp

Post-Secondary Application Service of B.C. (PASBC)

PASBC lets you apply to the majority of B.C. public post-secondary institutions online.

▸▸ www.pas.bc.ca